



## PRELIMINARY SHORT PLAT SUBMITTAL CHECKLIST

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270  
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

- ☐ Application Fee
  - \$3,000.00 + \$100.00 per lot or unit
- ☐ Land Use Application
- ☐ Legal Description
- ☐ Vicinity Map
- ☐ Title Report aka "Plat Certificate" (2 copies, current within **30 days of submittal**)
- ☐ Environmental Checklist (SEPA), if required (signed and dated, 5 copies, applicable fee)
- ☐ Preliminary Short Plat Map (6 full size and 1 reduced to 11 x 17") – to include:
  - The name or title of the proposed short subdivision;
  - The date, north arrow, and approximate engineering scale as approved by the Planning Department (e.g. 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60');
  - Boundary lines of tracts, lot lines, lot numbers, block numbers;
  - Location and name of existing and proposed streets and right-of-way;
  - Drainage channels, water courses, marshes and ponds;
  - All significant wooded areas as characterized by evergreen trees 8" in diameter or greater and/or deciduous trees 12" in diameter or greater, measured 4 ½' above grade;
  - Existing structures and setbacks;
  - The location of existing driveways;
  - All easements and uses;
  - Existing and proposed utilities services;
  - Fire hydrant location and distance;
  - Five-foot contour lines; and
  - Any regulated sensitive area such as wetlands, steep slopes or wildlife habitat.
- ☐ Preliminary street profile together with a preliminary grading and storm drainage plan (4 copies)
  - A typical cross-section of the proposed street improvements.